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## STATEMENT OF PURPOSE

~~The purpose of Animal Control is to protect the public's health and safety; to promote and enforce the statutes, ordinances, and regulations pertaining to owner responsibility and kindness to animals; to instill in the public, through education and by example, respect and compassion for animals; and to protect the interests of animals, owners, and non-owners alike in such a way that pet ownership is a simultaneous benefit pleasure to the owners and the pets without becoming a burden to the community.~~

~~The purpose of this manual is to provide animal control staff with guidelines sufficient to address the common problems confronted by employees on a daily basis; to provide guidance in the enforcement of state and local laws; to delineate expected conduct on the part of animal control staff; and to provide a ready reference on issues of common occurrence.~~

## ~~ANIMAL CONTROL OFFICER'S CODE OF ETHICS~~

~~As an Animal Control Officer, my fundamental duty is to serve the citizens; to enforce animal-related laws and regulations mandated by the State of Florida and my county; to protect the public from animals to the extent that public health and safety require; to balance the needs of animals, owners, non-owners, and the general public alike; and to diligently prevent the inhumane and malicious treatment of any living animal.~~

~~I will be constantly mindful of the welfare of others; maintain calm in the face of scorn or ridicule; and develop self-restraint. I recognize my position as one of authority designated by law and influence, and will strive to increase my knowledge, skills, and abilities so that I may better serve as an Officer. I will encourage and uplift my fellow Officers and co-workers, so that as a team we can be productive and effective in our efforts to address the needs of the citizens and animals of Leon County.~~

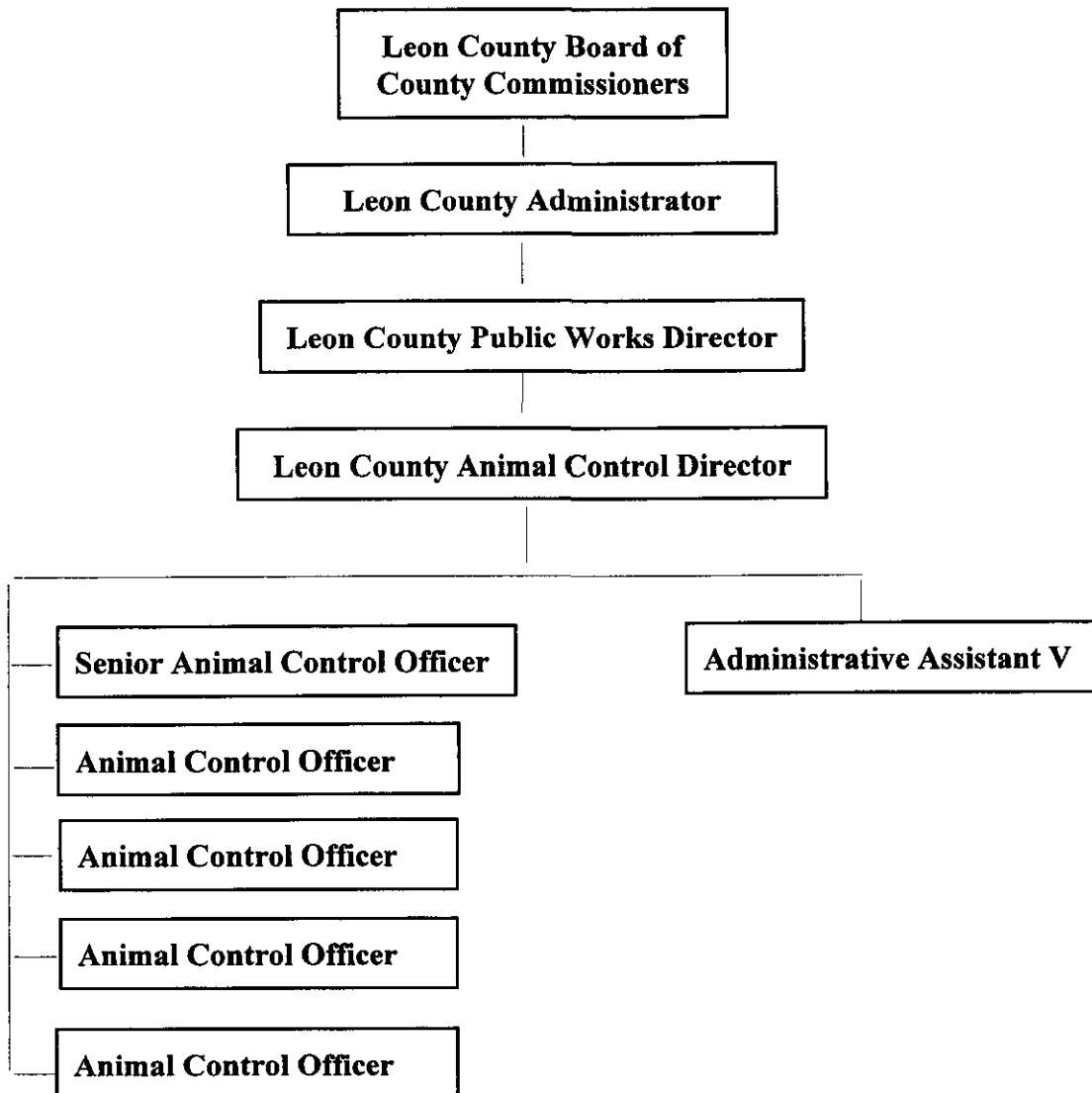
~~I will be exemplary in obeying the laws of the land and the regulations of my agency. I will endeavor to set a good example to the public and to my colleagues by the way I treat animals and carry out the functions of my position. Pursuant to Statutory exemption, I shall keep secret whatever I hear or see of a confidential nature or which is confided in me in my official capacity, except when revelation is necessary in the performance of my duties.~~

~~I will not act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. I will enforce the law courteously and appropriately without fear or favor, malice or ill-will, without unnecessary force, and never accepting gratuities.~~

~~I recognize the badge of my office as a symbol of public faith, and I accept and wear it as public trust. In all ways I will present myself as a professional, so that I will represent the county and the agency with integrity, credibility, and dignity. I will do my best to represent the profession of animal control as humane, compassionate, responsible, responsive, and disciplined, because ...~~

~~I AM AN ANIMAL CONTROL OFFICER, PROUD OF MY SERVICE TO MY COMMUNITY AND TO THE ANIMALS THAT I PROTECT.~~

**Division of Animal Control Organizational Chart**



Animal Relinquishment:

1. Owners who call Division of Animal Control wishing to relinquish custody of their animals should be encouraged to deliver them to the animal shelter themselves.
2. Owners unable to deliver their animals to the shelter may release custody of the animal to the Division of Animal Control by signing an Owner's Release Form. The Form shall be signed and given to the Officer at the time of release, after the animal is secured on the truck. The animal must be current on its rabies vaccination or the owner is subject to civil citation pursuant to Leon County Code of Laws Chapter 4-76.
3. Animal Control Officers will not pick up any owner-released animal without obtaining the completed and signed Owner's Release Form in person. Officers will not accept Owner Release Forms for animals which are not being surrendered at the time the Owner's Release Form is signed.
4. A copy of the Owner's Release Form will be attached to the Impoundment Ticket at the time the animal is delivered to the animal shelter by the Officer. The original copy will be attached to the Service Request for submittal with the Officer's Daily Truck Log.
5. Owners should be advised that upon its release the animal becomes the property of Leon County. When such an animal is delivered to the animal shelter, the shelter has the option of placing the animal for adoption or euthanizing it. No promises, or predictions, or time frame regarding the animal's fate will be made by Division of Animal Control staff. If an owner changes his or her mind after the animal has been delivered to the animal shelter, arrangements must be made with the shelter staff for the animal's possible return to the owner. The owner is responsible for any expenses associated with boarding and care of the animal. Division of Animal Control staff will not attempt to mediate in such incidents.
6. If the animal being relinquished by the owner is a bite animal, and the quarantine period for the animal has not elapsed, the animal, will be euthanized pursuant to Leon County Code of Laws. Its brain will be sent to ~~the Jacksonville Branch of the~~ a State laboratory for rabies testing. The Animal Control Director may elect to have the animal complete the quarantine period if the animal is adoptable.
7. Owners signing Owner Release Forms who specify that they want the animal destroyed will have their wishes taken into consideration for good cause (For example, but not limited to: sick, injured, aggressive, etc.). If the owner appears

to want the animal killed for ~~vindictive~~ no legitimate reasons, Animal Control Officers should advise the owner that we will take the animal, but that upon relinquishing an animal it becomes the County's property, and the County will dispose of the animal as it sees fit.

8. There is no monetary charge to owners who relinquish their animals.

Bite Investigation:

1. Dogs and cats which bite or otherwise expose humans to the possible transmission of rabies shall be quarantined for a period of not less than ten (10) consecutive days from the date of the bite incident. It is considered an animal bite or exposure according to the State definition of exposure by Florida Administrative Code (FAC), Chapter 64D-3.
2. The location and conditions of examination or quarantine of animals which have been bitten or otherwise exposed a person to rabies shall be established by the County Health Officer.
3. All bite investigations will be conducted using the Bite Investigation Report.
4. ~~Each field of t~~ The Bite Investigation Report will be completed in its entirety to the best of the staff's knowledge. Every effort will be made to obtain all of the information contained within the Report.
5. The procedures for the investigation of animal bites inflicted by animals other than dogs or cats shall be followed in accordance with the provisions set forth in the Florida Administrative Code (FAC), Chapter 64 D-3 and in the current "Rabies Prevention and Control of Florida Policy of February 1994", produced by the ~~County Health Officer~~ Florida Bureau of Epidemiology, Florida Department of Health and Florida Rabies Prevention Advisory Committee. If the bite is to a domestic animal by wildlife, the domestic animal will be listed the bite victim.
6. Animal bites are a Priority One Complaint, necessitating immediate response from Animal Control, according to Division dispatch policy described on page XX. If victims and/or owners are not available for contact at the time the bite is reported, staff will communicate clearly in the Bite Investigation Report, and verbally to the Dispatcher, that such is the case, so that the Bite Investigation Report can be dispatched to the next available officer.



7. Location of quarantine:

a. **Home: Proof of vaccination must be produced by the owner.**

Quarantine is the isolation of an animal as defined in the current Rabies Prevention and Control manual, Chapter 3. Home Quarantine is a privilege, not a right to a pet owner. As such, the officer shall have full discretion of allowing home quarantine, provided crucial criteria are met; such as, but not limited to, ability to totally isolate bite animal, secure enclosure for animal, and no prior history with Animal Control for running at large. A Home Quarantine Agreement must be signed by the owner before a home quarantine can be done. All spaces on the Agreement must be completed. The owner and the Officer must sign the Agreement.

Such vaccination proof must be either verification from a licensed veterinarian ~~he or she vaccinated the animal~~, or the presence of a current rabies vaccination certificate stating the date of vaccination and expiration date of the vaccine. A rabies tag is not suitable proof, since it is possible to have a tag corresponding to current year even if the vaccination as expired.

Each visit contact shall be noted on the Bite Investigation Report, starting with the Officer initiating the Report, up next to the release date.

After the quarantine ~~has been~~ of the animal is completed, the Investigating Officer must conduct a second visit ~~contact the owner~~ to verify the health of the animal before the animal is released from quarantine.

The victim is to be notified by Animal Control staff, by way of telephone or written notice of the animal 's condition at the end of quarantine.

b. **Veterinary clinic:**

If the owner chooses to have the animal quarantined at a licensed or registered veterinary clinic, the owner may transport the animal from its home to the veterinarian of his or her choice, with the approval of the clinic. The investigating Officer or the Dispatcher will contact the veterinary clinic to verify that the animal was properly transported ~~this has been done~~.

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At the end of the quarantine period, the animal may be released to the owner by contacting the clinic to verify the animal's health. A notation by Animal Control staff shall be indicated ~~made~~ on the Bite Investigation Report ~~as to~~ identifying who was contacted and whether the veterinarian considers the animal to be in good health.

In cases in which the owner wishes to have the animal quarantined at a veterinary clinic but is unable to transport the animal, an Officer may do so. If the animal has already been quarantined at the animal shelter, an Officer may transport the animal to a veterinary clinic of the owner's choosing. All financial matters related to this issue must be resolved prior to transport. Such transport shall be at the convenience of the Division, and shall ~~not~~ be conducted during normal business working hours ~~done on~~ overtime.

The victim is to be notified by Animal Control staff, by way of telephone or written notice, of the animal's condition at the end of quarantine.

c. Quarantine at the Animal Shelter:

Quarantines of stray impounded animals will be ~~done~~ conducted at the animal shelter, unless otherwise directed by the County Health Officer. Impoundment Tickets ~~will~~ shall be completed by the impounding officer for each animal quarantined, writing "BITE" across the face of the Impoundment Ticket. Stray animals quarantined at the shelter will be placed in the appropriate quarantine/isolation cages designated by the shelter for that purpose.

In cases in which there is an owner, and the owner wishes to have the animal quarantined at the animal shelter but is unable to transport the animal, an Officer may do so. If the animal has already been quarantined at the veterinarian clinic, an Officer may transport the animal to the animal shelter. All financial matters dealing with this case must be resolved prior to transport. Such transport shall be at the convenience of the Division, and conducted during normal business working hours.

Before the releasing of any animal from quarantine, an Officer must view ~~examine~~ the animal at the shelter, noting the apparent health status of the animal ~~of~~ for the Bite Investigation Report.

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Confirmation of animal health by shelter staff will be acceptable.  
After such release, the shelter staff will be advised by Animal Control so that disposition of the animal can be made.

The victim is to be notified by Animal Control staff, by way of telephone or written notice, of the animal's condition at the end of quarantine.

8. Unless medical personnel verify that an animal bite has occurred, an Officer ~~must~~ may view see the bite wound within 24 hours of the incident to verify ~~that a the presence of a break in the skin was made.~~ Special consideration should be given to members of the opposite sex and to children when viewing wounds. ~~For example, if he~~ If the victim does not want to show the wound to an Officer of the opposite sex due to the location of the wound, an Officer of the same sex should view the bite or scratch. Parents or guardians must always be present when obtaining information from minors or when viewing wounds inflicted on minors.
9. The Director of Animal Control shall be notified immediately by telephone in the ~~event~~ case of serious bites, mauling, etc. (involving surgery), or when a bite animal is not located within twenty-four (24) hours of the incident.
10. Bite animals whose owners sign an Owner Release Form shall be euthanized and decapitated ~~for in order to testing of the animal's brain by the Tallahassee Branch of the State Laboratory.~~ Testing of the animal's brain shall be conducted at a State Laboratory. When an animal's head is submitted by the Division to the State Laboratory, a Health and Rehabilitation Service (HRS) Form 959, Rabies Test Form, will ~~shall~~ be completed thoroughly in its entirety for submittal with the animal's head. Staff shall telephone the State Laboratory each time there is a specimen to be shipped.
11. When the results of the rabies tests are received from the State Laboratory, a copy of the Rabies Test Form ~~from the Laboratory will~~ shall be attached to the Bite Investigation Report. ~~A second copy will be sent to the bite victim for his or her records.~~
12. ~~In the event that an animal must be tested for rabies, it is necessary to contact the victim by telephone, or by mail or notice left at the residence if the telephone method fails, as soon as the results are received by the Division. Upon receipt of the State Laboratory results, the victim shall be contacted by telephone, or by mail or notice at the residence if the telephone method fails.~~
13. In the event that a rabies test is returned as "positive" for rabies, the Director of Animal Control will be notified immediately by staff. The Director shall notify the

victim immediately as well as notifying the Health Unit Administrator or the County Health Officer. The victim will be advised to contact his or her physician immediately for further treatment. In the event ~~that~~ the victim is the pet of the reporting party, the quarantine or ~~sacrifice~~ euthanasia of the victim's pet ~~will be done~~ shall be conducted in accordance with Chapter 64D-3, Florida Administrative Code.

14. Pursuant to ~~law effective May 31, 1991,~~ section 767.16, F.S. dogs used by law enforcement officers in the performance of their job duties, and dogs specially trained and used for seeing eye, hearing ear or service dogs for the handicapped, are exempt from any quarantine requirement following a bite if the dog has a current rabies vaccination that was administered by a licensed veterinarian. If not currently vaccinated for rabies, the dog shall be quarantined. ~~Bite reports will still be taken, but the animal will not be quarantined.~~

**Citations:**

~~Officers are expected to use discretion in the issuance of Citations. However, certain~~  
Pursuant to section 4-253, Leon County Code of Laws, an Animal Control Officer is  
authorized to issue a citation based upon reasonable and probable grounds that a  
violation has occurred. The following procedures shall will be adhered to by the officer  
in the issuance of Citations to citizens for animal control violations.

1. Citations are not to be issued to neighbors or friends of the animal owner when the owner is at work or not immediately available, except in cases in which someone designated by the owner is watching the animal while the owner is on vacation unavailable and is therefore responsible for the animal.
2. Once a Citation has been signed by the defendant, no changes will be made to the Citations, unless the defendant's copy is changed in the presence of the defendant and both the Officer and the defendant initial the change. ~~Otherwise, it will be processed "as is".~~
3. After a Citation has been issued, the Citation will be logged in the computer by the issuing officer, a Final Disposition Card will be completed and attached to the Citation, the Citation will be notarized, and the Citation will be forwarded to the Clerk of Court, for record keeping.
4. ~~Citations are usually discretionary for first violations. They are not discretionary for second and subsequent offenses.~~

If an animal is impounded on the first violation, a citation will may not be issued ~~in addition to the impoundment fee; However, the impoundment fee should shall~~ be borne by the animal owner charged instead. Citations for first violations may be given in the field; the intent is to refrain from charging both an impoundment fee and a citation for a first violation. However, violations listed under paragraph 7 of this section (below) will result in a citation whether or not the violation is a first offense.

5. Information regarding the violation should be entered under the 'memo' screen on the computer ~~transferred to the Citation Log at the animal shelter when the animal is impounded, so that This will provide~~ the issuing Officer ~~has the~~ necessary information to complete a Citation when one is to be issued upon redemption of the animal by its owner.
6. The Animal Control Officer ~~will not who observed the violation shall~~ sign the Citation in the presence of a notary until it is to be notarized. The issuing Officer 10

will sign the citation at the time it is issued to the defendant.

7. Citations are mandatory in the following instances:

- a. When unvaccinated bite animals are quarantined and the owner has a history of owning unvaccinated animals. The only exceptions are animals which are too young for vaccination or ~~when a~~ licensed veterinarian has stated, in writing, ~~at~~ that the animal cannot be vaccinated for health reason.
- b. When an animal classified as "Dangerous or Aggressive" by the Classification Committee is in violation of any provision of the Animal Control Ordinance.
- c. Violations of the "Humane Care Required" section of the Ordinance, in which the animal has been abandoned and the owner can be located, or when the animal has been placed in physical danger or distress due to deliberate acts on the part the owner. ~~For cases in which~~ If there is the chance an opportunity to educate the owner, a courtesy notice may be issued in lieu of a Citation will not be issued at the beginning of the investigation, but a Written Warning may be issued. The courtesy notice shall direct the animal owner to correct the problem within a specified time frame. If the problem is not corrected within the specified time frame given to the owner, or repeat offenses occur, a Citation ~~will~~ shall be issued to the owner.
- d. Violations in which property damage and/or physical injury to a person or domestic animal results while the animal is in violation of the Animal Control Ordinance. Animal Control also requires a written Affidavit of Complaint form to be completed by the victim.

8. Depending on the nature of the violation, citations may be held in the office a minimum of for no longer than three (3) working days, -depending on the nature of the violation, to give This provides generally-responsible owners time to comply with directives from the Division regarding animal care, vaccination requirements, etc. For instance: 1) E for owners who have recently re-located moved to Leon County the area, a Citation may be given to an owner requiring the owner to acknowledge with the written understanding that the situation will be corrected within twenty-four (24) hours. If the problem has been timely corrected, ~~correction has been made~~, the Citation will be voided. If not, the Citation will be processed in the usual manner. 2) For cases forwarded to the Neighborhood Justice Center for mediation. 3) For cases where officers, allow the owner additional time to make corrections as requested. This agreed upon

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time will be in writing on a courtesy notice or truck log.

9. Animal Control Officers are not required to meet quotas for issuing a certain number of citations. ~~There is no quota for the number of Citations to be issued.~~ The purpose of Citations is to address ~~remedy~~ owner irresponsibility. It is anticipated that Officers will use the Citation System as a tool in the performance of their duties and that Officers will view the issuance of Citations as a long-range method of obtaining compliance by owners who are violators.
10. Citations books shall be issued to Animal Control Officers as needed. Citations which are incorrect, voided, or otherwise not issued, shall not be thrown away. Because they are sequentially numbered, we must account for citations. ~~them;~~ so they will be submitted to the Dispatcher and filed in the appropriate place. ~~Therefore, the officer shall submit all citations to the Dispatcher who shall file the citations in the appropriate place.~~
- ~~11. The County Court's directive of March 9, 1990, will be followed exactly. Refer to the attached memo as frequently as necessary when issuing Citations, so the Court's wishes may be adhered to uniformly and correctly.~~
11.  
~~12.~~ Citizens A household/business receiving a second Citation will be notified verbally in person, and shown the relevant information contained within the Citation, that a conviction of a second or subsequent violation in the same household/business will require confinement of the animals in a manner approved by the Division (Leon County Code of Laws, section 4-29 {a}).

Confidentiality:

1. All medical information contained in any Division report, including Bite Investigation Reports, is confidential, and therefore exempted from Public Information pursuant to section 119.07, F.S., and will not be provided to anyone other than the victim, unless prior written approval is given by the victim. Treatment sections 15 - 20 of the Bite Investigation Report will be stricken or removed prior to review or copying.
2. As an employee in ~~a Public Health Unit~~ the Animal Control Division, staff will hear of and/or observe situations that are of a private matter. In no case, is staff to discuss those situations with anyone other than authorized personnel.
3. ~~In no case will staff discuss with anyone outside of the Public Health Unit any situation in which an individual is identified as receiving health care provided by the Unit. Remember that all patients, including your friends or acquaintances, have a right to privacy in their association with this Unit and this Division, and that it is, your responsibility to protect that privacy to the best of your ability.~~
3. 4. When providing services to the public, information concerning the source of the complaint is not to be discussed in the field or over the telephone, except with authorized persons. Citizens wishing to know who lodged a complaint should be instructed to come into the office, and view or obtain a copy of the record at that time. Citizens may view all Division records except medical information as stated in number 1 above. Citizens may file a public record request in writing through the Division. The Director shall forward public record requests to the Leon County Attorney Office for review. Personnel matters will be forward to Leon County Human Resources.
4. 5. Citizens viewing records in the Division may only do so with a Division employee present. No originals are to be given to anyone!
5. 6. Citizens wishing a copy of available Division records may obtain a copy at the prevailing rate as established by Chapter 119, F.S. ~~the Public Health Unit.~~
6. 7. If the complainant remained anonymous, ~~you~~ staff may advise the citizen of that fact when they request information about the Service Request. If the complainant was anonymous, advising the citizen of such will save them unnecessary travel to ascertain the complainant's name.



Courtesy Notices:

1. A Courtesy Notice advises a citizen as to any action that was taken in response to a service call. Courtesy Notices are to be left at the citizen's house whenever Officers unsuccessfully attempt to make personal contact with citizens. The Courtesy Notice shall be completed thoroughly, including the name and address of the person the Notice is addressed to, if known. If the person receiving the Courtesy Notice is not at home, the Notice shall be left on the door or other conspicuous place.
2. Courtesy Notices are not to be placed inside mail boxes or inside paper boxes.
3. Courtesy Notices left for the complainant shall include marking the appropriate boxes to indicate what actions have been taken and shall include any remarks necessary to communicate to the citizen complainant results of the Officer's visit.
4. Courtesy Notices left for the animal's owner shall include making the appropriate boxes to indicate any violation observed, steps to be taken to correct the problem (s) , and any remarks necessary to explain the situation.
5. Courtesy Notices will also be given to owners whose animals were complained against, but which were not observed in violation at the time of the Officer's visit. In most other cases, if the Officer has probable cause to believe that a violation has occurred, the Officer will may issue a Citation in lieu of posting or delivering a Courtesy Notice to the owner.
6. The white copy of the Courtesy Notices will be stapled paper-clipped to the Officer's Daily Truck Log and submitted at the end of the shift. The blue copy should be given to the animal owner or complainant.
- ~~7. The white copy of the Courtesy Notice will be filed after review by the Director. The yellow copy will be stapled to the Service Request and filed with the Officer's Daily Log.~~
7. 8. All owner contacts will be documented with a Courtesy Notice or citation, so that Officers conducting subsequent visits will have access to information concerning prior incidents. No exceptions!

Dangerous or Aggressive Animals

1. In order to classify an animal dangerous or aggressive, any adult or the Division shall request, under oath, that an animal be classified as dangerous or aggressive.

Upon receiving a ~~A~~ sworn "Petition to Classify an Animal as Dangerous or Aggressive", the Division of shall notify the owner of the animal by hand delivery. ~~is received by the Division of Animal Control.~~ The owner shall be provided a copy of the petition and county ordinance. The notification letter shall indicate to the owner that the case will be forwarded to the Classification Committee after the investigation. The owner has a right to respond to the complaint. Notification maybe by telephone, mail, in person, or by posting the owner's residence or place of business, if other methods fail to get a response.

2. The Administrative Assistant enters the date and time the Petition is received on the bottom section of the Petition and starts a case folder. The case folder will contain a Progress Sheet, the Petition, the Petitioner's narrative and the Defendant's narrative (if available), and a copy of the bite report (if applicable). ~~and assigns the case to an Animal Control Officer.~~ The first Officer assigned to the case is ~~the case is~~ the "Primary" Officer; in his or her absence a "secondary" Officer will handle the case. The Primary Officer begins the investigation and should complete the investigation within seven (7) working days. ~~Investigative File by completing the Bite Investigation Report.~~
3. After completion of the investigation, the Primary Officer shall forward the file to the ~~The Director will be given the File~~ containing the original reports. Originals of any paperwork associated with the case will not be sent into the field. Copies of all reports will be made and placed in the Files files assigned to Officers.

The Administrative Assistant will label Files files as follows:

Owner's Name  
Dangerous or Aggressive Animal Petition  
Date/Case #

If available, include the following documents in the file:

- a. Medical/ veterinary records. (Confidential pursuant to F.S. 119)
- b. Statement (s) from witness ('s).
- c. Statement (s) from neighbor (s) who have familiarity with the animal or incidents preceding the sworn affidavit.

- d. Division of Animal Control Files: Records of Citations, impoundments, previous bites or aggression, previous classification.
  - e. Tallahassee Animal Service Center records.
- ~~4. The owner of the animal notified by the Division of the investigation. Notification maybe by telephone, mail, in person, or by posting the owner's residence or place of business, if other methods fail to get a response.~~
4. 5. Officers are responsible for returning investigative files to the Administrative Assistant each day, so that an updated file is always available in the office for dispatching to the Secondary Officer and for informational purposes.
5. 6. The Director reviews the file for completeness, accuracy, etc.
6. Upon completion of the field investigation and review by the Director, the Administrative Assistant makes a complete copy of the case file to be forwarded to the Classification Committee for preliminary review.
- a. The Classification Committee consists of 3 members, a veterinarian, Sheriff designee, and an informed citizen appointed by the Board, reviews the investigative file independently.
  - b. Committee members determine whether or not the animal falls under the definition of "Dangerous or Aggressive Animal", as set forth in Chapter 4, section 4-26, Leon County Code of Laws.
  - c. Committee members pre-determine the classification of the animal based on a majority decision of the members, (ie 2-1).
  - d. Committee members will then decide the disposition based on the classification as provided in the criteria in paragraph 13 in this section.
7. The committee members should make every effort to return their individual decision on the case within 72 hours of receipt of the case file via hand delivery, facsimile, or mail.
8. The Owner is notified of the Committee's decision in writing as required by County ordinance section 4-93(c). The animal Pre-Determined to be Dangerous/Aggressive shall be impounded by the County at the owner's expense, housed at the Animal Service Center, a veterinarian clinic or approved boarding kennel, pending the disposition of the hearing and/or compliance with harboring a Dangerous/Aggressive animal (section 4-93[c]).

9. If the committee 'Pre-Determines' the animal Dangerous/Aggressive, the owner has 7 days to request an appeal hearing in writing. If no written appeal is received from the receipt of notification, then the classification stands. The Administrative Assistant contacts the Classification Committee members to coordinate the time, place, and date to convene a meeting. Purpose of the meeting is for the Committee members to execute in writing the final determination. Minutes of the Classification Committee meeting must be recorded. Copies of the minutes are available through the normal public record request process. Staff should be available to answer questions from the committee. Adequate public notice of the meeting shall be posted. The Director notifies the owner and the victim in writing via certified hand delivery or registered mail as to the Classification Committee's findings, the animal's classification and its proposed disposition.
10. ~~7.~~ If the owner appeals the classification and/or the proposed disposition of the animal, a hearing is scheduled according to County ordinance section 4-93(c) affording the owner due process rights. The Administrative Assistant will make copies of the Investigative File for the Classification Committee members, the owner, and the petitioner(s).
11. ~~8.~~ The Administrative Assistant contacts the Classification Committee members to coordinate, establishing the time, place, and date to convene a hearing. One member is elected to chair the committee during the hearing. Classification hearings must be recorded on tape. Copies of the audio tape recording are available through the normal public record request process. A court stenographer may also be used to record the hearing. The Director of Animal Control, or his designee, will facilitate the hearing. Adequate public notice of the hearing shall be posted.
- a. The Classification Committee reviews the Investigative File and listens to sworn testimony and statements from those present at the hearing.
- b. After considering testimony the Committee members deliberate to determine whether or not the animal falls under the definition of "Dangerous or Aggressive Animal", as set forth in Chapter 4, Section 4-26, Leon County Code of Laws.
- c. Committee members determine the vote to either uphold, modify, or dismiss the 'Pre-Determination' classification & disposition, based on majority vote.
- d. Committee members will then decide the disposition based on the classification as provided in the criteria in paragraph 13 in this section.

12. 9- The Director notifies the owner and the victim in writing of the Classification Committee's findings, the animal's classification, its proposed disposition, and the appeal process.
- ~~10. If the owner refutes the classification and/or the proposed disposition of the animal, the Division shall impound the animal pending the completion of the appeal process, taking into consideration the history of the animal, the presence or absence of restraint, any prior impoundments or Citations, and the cooperativeness of the owner. This is necessary to assure the availability of the animal upon completion of the appeal process and to protect citizens from future threats to their safety.~~

13.44 Disposition of the animal includes one of the following:

- a. Permanent confinement for animals which:
- (1) Have bitten or attacked another domestic animal with no previous attacks against people or animals or Dangerous/Aggressive Animal Classification.
  - (2) Have bitten or attacked people, inflicting minor injuries (no hospitalization is required; no plastic surgery is necessary; no serious punctures are inflicted; and or medical personnel classify injures as minor).
- e. Euthanasia for an animal which:
- (1) Has bitten or attacked a person or domestic animal, with at least one previous attack or bite inflicted on a person or domestic animal or Dangerous/Aggressive Animal Classification.
  - (2) Has bitten or attacked a person, inflicting serious injuries hospitalization required; plastic surgery necessary; serious punctures, and/or medical personnel classify injuries as major or serious; fatalities).
  - (3) Has been used, trained, harbored, or kept primarily or in part for dogfighting.

14. If the owner refutes the order of the Classification Committee, the order shall notify the owner of appeal rights pursuant to County Section 4-94.
15. If the owner does not refute the classification, the owner has fourteen (14) days from the date of final classification to obtain a permit to harbor a Dangerous/Aggressive animal from the Division of Animal Control. A permit will only be issued according to County ordinance. If no permit is obtained nor the owner heard from after fourteen (14) days, then the Division of Animal Control shall proceed with the disposition of the animal.
16. If the owner of the classified animal violates any section of County ordinance, Chapter 4, Animals, the owner is subject to penalties listed in the ordinance.

Dead Animals:

1. Dead animal disposal is the responsibility of the animal's owner. Staff will not routinely pick up dead animals for owners. ~~Exceptions may be made for handicapped or elderly owners who have no other means of properly disposing of deceased pets.~~ Exceptions may be made in extreme cases after approval of the Director.
2. Citizens requesting dead animal pick up will shall be referred to either the City's or the County's Road Departments or the Highway Department, if the dead animal is on the roadway or right-of way. Removal of stray dead animals on private property is the responsibility of the property's owner.
3. If an injured stray animal call is received and the animal dies prior to the Animal Control Officer's arrival, the Officer will pick up the animal, and take it to the animal shelter. The animal will be placed in the freezer pending disposal by the shelter staff. Animals found to be dead on the public right-a-way for an extended period of time may be left for the appropriate road department or property owner, depending on animal's location.
4. Dead animals found with identification ~~will be so~~ shall be noted as such; an effort will be made by staff to contact the owner as identified on the collar or tag. Identification can be made by phone, Courtesy Notice, or by mail.

Enforcement Authority:

The Division of Animal Control is responsible for enforcing the local ordinance and state statutes related to animal control and cruelty.

Staff is responsible for developing and maintaining proficiency in the ~~interpretation and~~ application of such laws. Included are:

1. Chapter 4, Leon County Code of Laws.
2. ~~Chapter~~ Sections 585.18 and 585.195, FS, Dogs and Cats Transported or Offered for Sale; Health Requirements.
3. Chapter 588, FS, Legal Fences and Livestock at Large.
4. ~~Chapter~~ Section 705.19, FS, Abandonment of Animals by Owner; Procedure for Handling.
5. Chapter 767, FS, Damage by Dogs/Dangerous Dogs.
6. ~~Chapter~~ Section 768.13 (3), FS, Good Samaritan Act; Immunity From Civil Liability.
7. ~~Chapter~~ Section 810.09, FS Trespass on Property Other Than Structure or Conveyance (releasing animals from traps without authority).
8. ~~Chapter~~ Section 823.04, FS, Animals Suffering From Disease or Pests.
9. ~~Chapter~~ Section 823.041, FS, Disposal of Bodies or Dead Animals.
10. ~~Chapter~~ Section 823.15, FS, Dogs and Cats Released From Animal Shelters or Animal Control Agencies; Sterilization Requirement.
11. Chapter 828, FS, Cruelty to Animals.
12. Florida Administrative Code, Chapter 10D-3, Rabies Control.



Livestock:

1. Livestock includes grazing animals, such as cattle, horse, sheep, swine, goat, etc. (section 585.01(13) F.S. Livestock is normally handled by the Leon County Sheriff's Office Department.
2. If requested to do so, Animal Control Officers may assist law enforcement personnel in the apprehension of ~~loose~~ livestock running at large. After such apprehension, it shall be the Sheriff's Office Department's responsibility to see that the livestock is satisfactorily returned to the owner or impounded at the designated livestock holding facility.
3. Any requests for assistance in handling livestock cruelty cases by law enforcement personnel should be responded to as soon as possible by the Animal Control Officer. The Sheriff's Office Department is responsible for payment of any medical, impoundment, or other costs associated with such cases.
4. Service Requests regarding small farm animals, such as chickens, peacocks, ducks, etc., will be fielded as any other call about an animals at large. Such Service Requests will be handled as a public nuisance call. Small animals picked up should be impounded at a designated holding facility.

Sick and Injured Animals:

1. Obviously ~~S~~sick and injured stray animals ~~will~~ shall be taken to licensed veterinary clinic for treatment. Treatment should be limited to pain killers, medications to prevent infections, and first aid. The Division of Animal Control will not pay for major procedures surgery (other than minor stitching to close wounds), intensive care, routine worming, or routine vaccinations. Officers should remind clinics of this policy if such services are suggested by the veterinarian at the time of the Officer's visit. If, in the professional opinion of the veterinarian, the sick or injured animal is unable to withstand the required five (5) consecutive days holding period, commencing on the day of impoundment and the fifth day being the final disposition, with out un-due suffering, the veterinarian may elect to euthanize the animal.
2. The Division of Animal Control will transport County animals from the animal shelter to a licensed veterinary clinic at the County's expense when the shelter personnel, after conferring with a supervisor, identify an animal as needing requiring emergency medical care. Division of Animal Control shall pay a maximum of \$35.00 for emergency medical treatment during regular hours, and a maximum of \$50.00 for after hour treatment.
3. Note non-emergency injuries (old wounds, ear mites , minor scratches, etc.) that do not require immediate veterinary care on both the Service Request and on the Impoundment Ticket.
4. Veterinary personnel ~~will~~ shall be advised if any animal they are being asked to treat has a potential owner, is a biter, is intractable, or is possible rabid.
5. Sick wildlife which is not of a species commonly recognized to be a carrier of rabies will be taken to a veterinary clinic designated by St. Francis of Assisi Wildlife Rehabilitation at their expense, or euthanized. Species commonly recognized as rabies carriers, such as raccoons, foxes, bobcats, skunks, or bats, shall be taken to the animal shelter for euthanasia.
6. ~~After normal working hours, Officers needing veterinary assistance should~~ The officer on duty shall contact the emergency veterinary number to locate the veterinarian on call if an animal housed at the shelter requires veterinary assistance after normal working hours. If no one is available, any 24-hour emergency veterinary clinic can be used, or another veterinarian can be contacted if he or she is closer and available.
7. Sick wildlife which may be rabid should be ~~taken~~ transported to the ~~Tallahassee~~ 10

~~Leon~~ Animal Shelter or emergency animal clinic and euthanized. If there is human or companion animal contact, a Bite Investigation Report ~~should~~ shall be completed by Animal Control staff, and the animal head ~~should~~ shall be sent to ~~the Tallahassee Branch of the~~ a State Laboratory for rabies testing. If there is no contact, the animal's body ~~should~~ shall be placed in the freezer at the ~~Tallahassee-Leon~~ Animal Shelter for disposal by the shelter staff.

8. During normal working hours, the Administrative Assistant will contact the veterinary clinic closest to the Officer's location needing assistance for an injured or ill animal. The Administrative Assistant will advise the clinic of the problem and advise the Officer whether or not the clinic ~~can~~ will see the animal. If ~~not the veterinarian clinic is unable to see the animal~~, the Administrative Assistant will shall continue calling for an available clinic in the vicinity ~~until an available one is found~~.
9. ~~DAC will pay for emergency treatment up to \$35.00 during regular hours and up to \$50.00 for after hours.~~
- ~~40:~~ 9. When an ill or injured animal is taken to a clinic, the officer transporting the animal shall complete a Sick and Injured Animal Report ~~must be completed~~; The Report shall include including the veterinarian's diagnosis, prognosis, and recommended treatment. The veterinarian ~~should~~ shall sign the Sick and Injured Animal Report, keeping the yellow copy and giving the white copy to the Officer. The Officer ~~will make sure that~~ shall assign a Sick and Injured Animal Report number ~~is assigned to the case~~, writing the number in the upper right hand corner of the Report.
- ~~41:~~ 10. If an ill or injured animal is released from the clinic, and is subsequently taken to the shelter, a copy of the Sick and Injured Animal Report shall be attached to the impound ticket ~~should be attached to the Sick and Injured Animal Report~~.
- ~~42:~~ 11. If the animal, after receiving medical treatment, is reclaimed by the owner, the cost of veterinary service shall be borne by the animal's owner, payable at the time of redemption. ~~The cost to the County and the cost to the owner maybe different, so be sure to~~ Please note the owner's cost for veterinary care on the Impoundment Ticket.
- ~~43:~~ 12. Veterinary fees for unclaimed injured or sick animals ~~will~~ shall be paid by the Division of Animal Control when the animal is received from the unincorporated area.

13.

~~14.~~

Quarantined animals which die during quarantine or become sick and are euthanized, must be decapitated for testing by the State Laboratory Lab. Before any quarantined animal is euthanized prior to its release from quarantine, the Director of Animal Control, or in the Director's absence the Leon County Public Health Unit Administrator, will be notified of the animal's health and behavior. Owners of such animals shall be advised by phone or in person by the Division of Animal Control of the animal's illness and the need for euthanasia in the case of animals exhibiting signs of rabies.

14.

~~15.~~

Sick or injured animals relinquished to the Division by their owners ~~will~~ shall be euthanized at the shelter. In the case of bite animals, ~~their~~ the animal's heads ~~will~~ shall be submitted for rabies testing at the State Laboratory Lab.

Trapping of Animals:

1. Traps are set to capture animals that are difficult to catch. Traps shall be set as needed, depending upon availability, weather condition, and staff resources.
2. Generally, traps will not be set in inclement weather, or when inclement or extremely cold weather is forecasted. Traps which must be set for bite, injured, or dangerous animals must be covered in plastic when set or checked, so the animal is afforded protection from bad to protect the animal from inclement weather.
3. Temperatures below the mid-thirties are considered too cold to set traps, except for emergency cases. Emergency cases include, but are not limited to, sick, injured, dangerous, or bite animals.
4. Traps must be checked at least once daily by staff.
5. Animals will not be left in traps if they are injured, barking or howling excessively, sick, or in danger.
6. Animals found in traps during normal working hours shall be immediately impounded, even if it requires overtime to accomplish. Animals found in traps after normal working hours will be picked up the next morning as early as possible, unless they fall in categories listed under #4 dispatches priority #2(b), under Internal Procedures, in which case they will be impounded as soon as practical, to give consideration to the well-being of the animal possible the same day.
7. Fresh The on-duty officer shall remove all trash and place fresh food will be placed in the trap during periodic checks each time it is checked. Old food and all trash will be removed from the traps daily. Under no circumstances is any lid, empty can, or trash to be left in a trap when it is set, checked, or pulled. All trash will shall be properly disposed of and cannot be left in the truck yard.
8. ~~Traps should be placed where they can~~ All traps shall be chained to an immovable object.
9. ~~Traps should~~ If possible, traps shall be placed in the shade ~~whenever possible~~ for the safety and comfort of the animal. If shade is unavailable, ~~plastic should be placed over at least part~~ place cover over a portion of the trap to protect so the animal ~~has protection from the direct sunlight and heat.~~ Gare should be

~~taken to cover~~ Cover only the top and the side receiving sunlight, so that maximum airflow is possible for the animal.

10. ~~Normally, Traps are not set on property unless the property owner or tenant signs a Trap Agreement. In some cases, however, the Division may set traps on public or private property, unless the property owner objects, in order to catch nuisance or feral animals. Unless the property owner objects, the Division may set traps on public or private property to catch nuisance, feral, bite, or dangerous animals. The owner or tenant shall sign a trap agreement prior to the officer setting a trap. Traps set on private property at the request of the owner or tenant will not be set without a signed Trap Agreement.~~
11. ~~Traps may be pulled after 24 hours, although under normal circumstances traps are left~~ Traps shall remain set for approximately five (5) days or until the target animal is caught, whichever occurs first.
12. Trap Status Cards are to be used to explain to the citizen the reason a trap is closed or removed.

Wildlife:

1. All nuisance wildlife (including, but not limited to, possums, armadillos, squirrels) ~~will shall~~ be referred to the non-game section of the ~~Florida Game and Fresh Water Fish Commission (FGFWFC)~~ Florida Fish and Wildlife Commission (FWC) for a resolution. Their wardens or biologists will determine whether the animal(s) should be trapped, relocated or euthanized.
2. All sick wildlife of a species commonly recognized to be rabies-carriers (raccoons, foxes, bobcats, bats and skunks) will be handled by the Division of Animal Control in the unincorporated area of the County. All known exposures to humans or pets will be handled in accordance with routine rabies control procedures. Sick wildlife within the city limits which did not expose a human or pet to potential rabies transmission will be handled by the ~~Tallahassee-Leon~~ Animal Shelter, which is responsible for the City's animal control program.
3. All injured wildlife and all sick wildlife, not including the "rabies carriers," will be referred to St. Francis Wildlife Association. ~~They will network with the other rehabilitators to spread the work load more evenly among the rehab groups.~~
4. ~~Procedures established in~~ The Division shall comply with Florida Administrative Code, Chapter 40 64D-3, Rabies Control, ~~will be adhered to~~ when investigating and evaluating potential rabies exposure by wildlife. Unusual circumstances or problems will be brought to the attention of the Director of Animal Control, or to the Public Health Unit Administrator in the Director's absence.
5. As of June 1, 1988, Service Requests involving raccoons, bats, foxes, skunks, or bobcats harbored as personal pets in Leon County are investigated as a violation of Chapter 4, Section 4-78, Potential Rabies Carriers. Staff will attempt to determine the source and acquisition date of such animal. Such species obtained prior to June 1, 1988 maybe kept as personal pets. Owners of such species must be properly permitted through federal and/or state agencies. ~~FGFWFC~~ FWC should be notified of any wildlife violations observed by staff. Violations of Chapter 4 will be investigated by Division of Animal Control staff. Staff will issue a citation to any person harboring an animal ~~from the above list who is~~ in violation of Chapter 4, Section 4-78.

Written Warnings: ~~————~~ Moved to Internal Process

~~Written Warnings serve as a written notification, along with Courtesy Notices, that a violation has been reported and/or that the Officer has observed a violation and is requesting that the situation be corrected.~~

~~Written Warnings are in postcard-form; the third copy, which is given to the owner, can be filled out with the necessary information and returned to the Division by mail.~~

~~All owner contacts in which Officers are requesting rabies vaccination information, will be documented with a Written Warning or a Courtesy Notice, so that Officers conducting subsequent visits will have access to information concerning prior incidents. No exceptions!~~

~~Officers issuing Written Warnings will complete as much of the Warning as possible before leaving the Warning.~~

- ~~1. Officers shall leave Written Warnings will be left when Officers attempting to make contact with owners but are unable to make personal contact. The Warning will be completed and left at the owner's residence in a conspicuous place. Written Warnings are not to be left in or on mailboxes or paper boxes.~~
- ~~2. The white copy of the Written Warnings form will be filed in the Warning File by the Secretary Administrative Assistant. The pink copy will be attached to the Service Request and filed in the Officers Truck Log.~~
- ~~3. When the owner sends returns the postcard portion of the Warning back to the Division, the Administrative Assistant will attach the postcard to the filed copy; thereby clearing the case. The copies will be placed in the Warning File for reference.~~
- ~~4. The Administrative Assistant will routinely check the Warning File for Warnings which have not been corrected cleared. Warnings not cleared corrected after one week will be dispatched as a follow-up. If the owners are not home during the normal workweek, the weekend Officers will be given Warnings to resolve.~~



Internal Processes:

Abbreviations:

1. ~~When submitting reports for to the court or to the public for review consumption, remember that terms and abbreviations commonly used in professional animal control are unfamiliar to the public and can be confusing to them. In such reports, abbreviations are not to be used.~~
2. ~~For routine, in-house paperwork, abbreviations are acceptable. For uniformity, the following abbreviations are to be used:~~

<del>A.C.</del>	<del>Animal Control</del>
<del>Cite</del>	<del>Citation</del>
<del>CN</del>	<del>Courtesy Notice</del>
<del>CP</del>	<del>Complaining Party</del>
<del>DAC</del>	<del>Division of Animal Control</del>
<del>Dep</del>	<del>Deputy</del>
<del>DLH</del>	<del>Domestic Long Hair</del>
<del>DMI</del>	<del>Domestic Medium Hair</del>
<del>DOA</del>	<del>Dead on Arrival</del>
<del>DSH</del>	<del>Domestic Short Hair</del>
<del>ET</del>	<del>Euthanasia</del>
<del>FIR</del>	<del>Field Interrogation Report</del>
<del>GFWFC or</del>	
<del>G &amp; F</del>	<del>Game and Fresh Water Fish Commission</del>
<del>GOA</del>	<del>Gone on Arrival</del>
<del>HBC</del>	<del>Hit by Car</del>
<del>HP</del>	<del>Highway Patrol or Holding Pen</del>
<del>HS</del>	<del>Humane Society</del>
<del>IMP</del>	<del>Impoundment</del>
<del>NLD</del>	<del>No Loose Dogs</del>
<del>NOH</del>	<del>No One Home</del>
<del>NVS</del>	<del>No Violations Seen</del>
<del>PD</del>	<del>Police Department</del>
<del>PH</del>	<del>Pamphlet</del>
<del>PTS</del>	<del>Put to Sleep</del>
<del>P/U</del>	<del>Pick Up</del>
<del>QT</del>	<del>Quarantine</del>
<del>RTO</del>	<del>Returned to Owner</del>
<del>SO &amp;</del>	
<del>LCSD</del>	<del>Sheriff's Office (or Leon County Sheriff's Office Department)</del>
<del>TLAS</del>	<del>Tallahassee-Leon Animal Shelter</del>

<del>TT</del>	<del>Talked To</del>
<del>UTC</del>	<del>Unable to Catch</del>
<del>UTL</del>	<del>Unable to Locate</del>
<del>WW</del>	<del>Written Warning</del>

### Animal Identification:

1. ~~It is the responsibility of all staff to become knowledgeable about breed, sex, and color identification of dogs, cats, and other animals handled by animal control personnel.~~
2. ~~Staff will make every effort to correctly identify and spell the names of the different breeds of animals. The accurate spelling and coloration of most breeds is listed at length in the National Animal Control Association Training Guide assigned to each staff person.~~

### Cats

DSH	Domestic Short Hair
DMH	Domestic Medium Hair
DLH	Domestic Long Hair
Siamese	
Himalayan	
Persian	IF UNABLE TO IDENTIFY A SPECIFIC BREED, USE DSH, DMH, OR DLH
Havana Brown	
Abyssinian	
Burmese	
Russian Blue	
Manx	
Chinchilla	

### Gat Colorations:

Calico	black, orange, and white patches
Pastel Calico	grey, peach, white patches
Tortoise Shell (Torti)	black with orange stripes or spots
Brown Tabby	brown with black stripes
Gray Tabby	grey with black stripes
Silver Tabby	silver grey with black stripes & white undercoat
Orange Point	white with orange ears, tail & paws
Seal Point	cream with dark brown ears, tail & paws
Blue Point	white or silver with grey ears, tail & paws
Russian Blue	very deep grey all over, sometimes a little white
Tabby Point	cream or white with striped ears, tail & paws

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### Dogs:

~~Refer to the "Gaines Guide to America's Dogs" posted in the Division of Animal Control's office or in the shelter for both spelling and identification. The breed most obvious will be listed first, i.e., a black dog that has wiry hair, a large body, and a Lab face would be listed as a Labrador mix, although it may also be an Airedale cross or other breed. Note whether the dog appears to be a mix by using an "x" after the predominant breed or by writing "mix" after the predominant breed.~~

~~Include other breeds that the dog appears to be mixed with, if you can identify them.~~

### Dog Colorations:

~~To numerous to list; use Please refer to the "Gaines Guide to America's Dogs" or AKC's "The Complete Dog Book".~~

~~In listing colorations of animals, always list the predominant color first, noting additional colors and odd characteristics, such as greying muzzles, white toes on a black dog, eye patches, etc.~~

~~Attendance and Leave:~~

- ~~1. All staff are expected to timely report and be ready to work by at the beginning start of their shift, and return to duty promptly work timely after breaks and lunch periods.~~
- ~~2. Staff will submit a completed Request for Leave Form to the Director for anticipated sick leave as soon as the employee is aware of the need for such leave. Except for emergencies, appointments shall be made during the employee's off time. should not be made until the leave has been approved. This will prevent staff from having to reschedule appointments if leave cannot be granted.~~
- ~~3. Except for emergencies, annual leave shall be requested in less than 5 days prior to start of the annual leave date. will not be granted without adequate notice. Due to the Division's workload, annual leave should not normally be requested less than 5 working days before the beginning of the anticipated leave.~~
- ~~4. Leave may be denied due to workload, staff shortages, etc. If eligible, leave requested under the Family Medical Leave Act (FMLA) will be granted.~~
- ~~5. Training workshops, animal control academies, etc., will be attended in the same manner as any other workday, i.e., staff is expected to be prompt in reporting shall timely report to class at the beginning of the day and from breaks or lunches, and will stay for the entire training period, unless excused by the Director of the Division of Animal Control. Training conducted on overtime will be compensated with Compensatory Leave only. Compensatory Leave should be taken s soon as possible after its accrual, depending upon the Division's workload, and maybe granted in whole or in part with 24-hours notice.~~
- ~~6. The "Leon County Personnel Policies and Procedures Rules and Regulations Manual" pertaining to leave and attendance will be carefully adhered to by all staff within the Division of Animal Control~~

~~Breaks-Morning, Lunch, and Afternoon:~~

- ~~1. It is the intention of the Division to allow all employees two (2) fifteen-minute breaks each day, one in the morning and one in the afternoon, to allow rest from the stress of the day.~~
- ~~2. Breaks can's shall not be taken in conjunction with lunches or end of duty.~~
- ~~3. If breaks are missed due to workload, they are considered "lost";there There is no such thing as a "make-up" break.~~
- ~~4. Officers are allowed one half hour for lunch.~~
- ~~5. Office personnel are allowed on hour for lunch.~~
- ~~6. Breaks and lunches will be taken by Officers in their assigned work zones. If the Officer is out of his or her zone for a bonafide reason, he or she may take lunch at that location if it is during normal lunch hour periods. County vehicles are not to be used for personal activities.~~
- ~~7. Officers will normally take lunches between the hours of 11:30 a.m. and 2:00 p.m. Officers will make every effort to take lunches during those times. Exceptions will be allowed when Officers are given emergency calls during the usual lunch hours.~~
- ~~8. Lunches are not to be postponed during the day in an effort to leave work earlier than the assigned time without prior permission from the Director of Animal Control.~~
- ~~9. Lunches maybe taken for personal reasons, such as running errands, but in such cases Officers will park their trucks in the yard. County vehicles are not to be used for personal activities.~~
- ~~9. 10. When an Officer goes on break or lunch, he or she will notify the Dispatcher of such, giving the location of the break or lunch. Any change in that location must be given to the Dispatcher. Under no circumstances is the Officer to check out for lunch and then leave that location without advising the Dispatcher.~~
- ~~10.~~
- ~~11. Officers are expected to return promptly from breaks and from lunch. It is the intention of the division to allow the employee their full break or lunch period.~~

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~~44.~~

~~42. Every effort will be made not to disturb employees on their breaks or lunch periods. However, emergencies that arise must be handled in a timely manner, necessitating occasional interruptions as needed. If an officer's break or lunch is interrupted, they will be compensated for the time remaining.~~

~~42.~~

~~43. If break time is within one-half hour of lunch, the break will be considered "lost". Efforts should be made by the employee to take breaks at 10 AM and 3 PM, in the approximate middle of the morning and afternoon, if possible.~~

County Forms:

1. ~~The forms used by field and office staff in the normal performance of their duties are self-explanatory, are expected to be completed accurately and thoroughly.~~
2. ~~Service Requests completed during a shift are to be attached to the Officer's Daily Truck Log and turned in at the end of the shift. In the case of the Officers working overtime or on weekends, Daily Truck Logs must be turned in no later than one-half hour after reporting to work the following day.~~
3. ~~Bi-Weekly Time Cards Sheets are to be completed, signed, dated with the date that they are submitted, and turned in on Friday of each week. The Standby Officer will turn his or her Time Card in on Friday for the previous week. Leave slips documenting leave taken during the week shall be attached to the Weekly Time Card when it is submitted.~~
4. ~~Bite Investigation Reports must be accurate, thorough, and complete, with each field of information provided. All related information (Home Quarantine Agreements, Sick and Injured Animal Reports, Impoundment Tickets, etc.) should shall be attached to the Bite Investigation Report.~~
5. ~~Incident Reports can be submitted in draft for, typed or in long-hand. The final Incident Report will be legibly printed or typed by the Officer, reviewed by the Officer for accuracy and completeness, signed, and submitted to the Director for review. After the Director signs off on the Report, the original will be filed, a copy will go to the Officer, and other copies will be distributed as requested by the Court, the Sheriff's Office Department, or by other agencies.~~
6. ~~Citations will be completed thoroughly, and will be submitted to the Court with a Disposition Card attached. The Division copy will stay in the office after the Citation has been logged; the remaining copies will be sent to the Court.~~
7. ~~Staff making copies of forms should make every effort not to use the last forms without advising the office personnel that the inventory is low. With cooperation between staff members, the inventory of office and field forms can be maintained at a level which provides for easy access to the necessary forms without undue delay.~~
8. ~~Bite Logs and Citation Logs will be maintained in the computer. Staff must be cognizant of the need for coordinated efforts in providing information pertaining to these Logs, so that a smooth and systematic records keeping system can be maintained.~~



~~Cruelty to Animal by Staff:~~

- ~~1. Cruelty to animals by Animal Control staff will not be tolerated.~~
- ~~2. Violations of anti-cruelty laws or regulations by Animal Control staff shall will be grounds for immediate termination and may result in criminal charges being brought against the staff member.~~
- ~~3. All Staff members are responsible for reporting violations to the Director of Animal Control immediately upon observing or learning of the violation. Failure to report cruelty to animals by a staff member may result in disciplinary action being taken. If the violation occurs after normal business hours, contacting the Director at home; if that is impossible, contact will be made at the beginning of the following day or as soon as possible thereafter.~~
- ~~4. Acts of cruelty or neglect witnessed or discovered by staff will be reported verbally and in an Incident Report no later than the close of business on the same day of the observation or discovery. If the violation occurs after normal business hours, contacting him or her at home; if that is impossible, contact will be made at the beginning of the following day or as soon as possible thereafter~~
- ~~4. 5. Officers are responsible for safeguarding the animals in their custody.~~

~~Dress Code:~~

1. ~~All staff will make every effort to shall wear clothing that is clean, comfortable and appropriate for an office that deals directly with the public.~~
2. ~~All Officers shall adhere to the following professional standards:~~
  - a. ~~Officers shall wear Division of Animal Control uniforms. The Division shall provide safety shoes, uniforms, outerwear and rain gear to the employee. The uniform shirt shall completely cover the tee shirt. Official, Division of Animal Control uniforms shall be worn by Officers. With the exception of belts, shoes, ties and socks, uniforms, outerwear and rain gear will be provided to the employee by the division. When on light (office) duty, civilian clothes may be worn.~~
  - b. ~~Officers shall wear badges. Badges and nameplates are to be worn in a conspicuous place, on the outermost garment. Division of Animal Control patches are to be worn on the sleeves of the uniform shirt, the jacket and the jumpsuit.~~
  - c. ~~The Officer is responsible for maintenance. Maintenance and minor repairs of uniform outerwear and rain gear is the responsibility of the Officer. Officers shall not wear uniforms. Uniforms in obvious need of repair or replacement should not be worn.~~
  - d. ~~Officers shall advise the The Director will be advised of uniforms needing requiring replacement. It is the intent of the Division for each Officer to have five changes of uniform; however, budget constraints may require that fewer available changes are made available.~~
  - e. ~~Officers shall wear uniforms. Uniforms, with ties, should be worn to court and to all formal or business functions unless excused by the Director.~~
  - f. ~~Only approved caps are to be worn with the uniform. Caps are optional.~~
  - g. ~~Acceptable footwear includes consists of black hard sole shoes or boots along with black or dark green socks. safety shoes or boots as approved by Risk Management. Black or dark green socks must be worn with low cut shoes while white socks are permitted with boots, as long as they are not noticeable.~~
  - h. ~~Black belts will shall be worn with uniforms.~~

- ~~i. Safety concerns dictate that officers shall not wear jewelry will be a type that does not pose the possibility of being caught that may easily catch in machinery or equipment, which that cannot be used as a weapon against the Officer and does not interfere with the handling of traps, equipment or animals.~~
- ~~j. Officers shall wear jumpsuit Jumpsuit should be worn to protect the uniform during especially dirty or hazardous duty. When wearing the jumpsuit, the employee ID card should be attached to the jumpsuit in place of the name tag.~~

~~Leon County Rules and Regulations Policies and Procedures Manual:~~

- ~~1. Each staff member receives a copy of the "Leon County Personnel Policies and Procedures Manual" during 'New Employee Orientation'. A copy of the manual is also located on-line in the County's Web Page. A copy of the "Leon County Personnel Rules and Regulations Manual" will be made available to each staff member.~~
- ~~2. Employees shall properly comply with all policies and procedures and be governed by such Manual, with additional restrictions or regulations being imposed by the Division of Animal Control as necessary to fulfill the responsibilities of the Division.~~
- ~~3. Employees are responsible for having a good working knowledge of the rules and regulations governing their performance and work-related behavior. Behavior unbecoming a county employee will be not be tolerated. See Section II (Employee Conduct) and Section X (Discipline) in the Policies and Procedures Manual.~~
- ~~4. Employees are encouraged to contact the Director of the Division of Animal Control, or in his or her absence, the Director of Human Resource Division of Personnel Director, for clarification of any Division or County regulation.~~

**Overtime for Emergencies:**

1. ~~All Division staff are subject to emergency call-out.~~
2. ~~Staff taking annual leave should provide the Division with a phone number where they can be reached in case of an emergency.~~
3. ~~All staff who are working on-call or stand-by duty shall provide a telephone number where they can be easily contacted in the event of an emergency. are required to have working telephone numbers so that they may be reached.~~
4. ~~Officers working on-call and standby duty will be paid a per diem allowance for being on-call, as established by the Board of County Commissioners.~~
5. ~~Normally, Only Priority One Complaints will be fielded during approved overtime or standby on-call duty. Exceptions may be made when necessary to fulfill the responsibilities of the Division, but should be approved in advance by the Director of Animal Control.~~  
~~Exceptions to Priority One Complaints handled on standby while on-call include law enforcement assistance or removing animals from traps after hours, if the animal is injured, sick or subject to dangerous situations or inclement weather.~~
6. ~~Officers will maintain Daily Truck Logs during standby on-call status, completing them in the same manner as these Logs are completed during regular working hours.~~
7. ~~Officers will maintain radio contact with the Sheriff's Department Office when responding to an on-call service request, during standby duty, including notifying them Sheriff of location, arrival and departure times, and the need for assistance, if necessary.~~

**Overtime for Non-Emergencies:**

1. ~~Overtime hours will be properly logged on the Weekly Time Cards, as well as being noted on the Daily Truck Logs.~~
2. ~~Overtime will not be paid approved for missed lunch periods, which were worked through in order to get off of duty early. Instead, the time will be made up the following day.~~
3. ~~Overtime will be paid at a rate 1 ½ times the regular rate of pay for any hours worked over the regular 40 hours per week. Comp time maybe substituted given instead of pay with the prior notification of such by the Director.~~
4. ~~Officers are responsible for keeping overtime hours to a minimum, while still responding to all Priority One calls after hours as needed. Overtime maybe required for the completion of routine calls if necessary for the smooth continued operation of field services.~~
5. ~~If an Officer discovers that he or she needs overtime, he or she will advise the Director who will determine the necessity of the overtime. knows that an overtime situation is arising, he or she will advise the Director of such, so that a determination can be made as to the necessity of the overtime. This does not apply to Priority One Complaints being worked after hours; it is assumed that Officers will shall use good judgment in determining the need for response in overtime situations.~~
6. ~~If an Officer calls in sick, that Officer shall not work on-call duty that night and will lose the pay allowance. However, if that Officer who calls in sick is caring for an ill family member, that Officer may be permitted to work on-call duty. The stand-by Officer will take over the on-call duty that night. is off duty during the day for illness, other than routine doctor's appointments, that Officer cannot work standby duty that night. If staff is too ill to work during regular hours, they are considered too ill to work overtime.~~

~~Radio Operations:~~

- ~~1. All personnel using the radio will thoroughly acquaint themselves shall properly comply with regulations regarding for radio procedures in the Division of Animal Control.~~
- ~~2. Radio transmission by employees shall be brief, concise, and shall utilize only authorized radio codes. Personal, excessive, or confrontational conversation or profanity will not be tolerated. All transmissions must be brief, concise, and employ only authorized codes. Personal or excessive conversations, profanity, or arguing will not be tolerated.~~
- ~~3. Radio transmission conversation shall be limited to relaying or obtaining pertinent information.~~
- ~~4. The Dispatcher shall maintain a A Radio Log. will be maintained by the Dispatcher for the logging of radio transmissions. Such a The Log shall be completed as follows:~~
  - ~~a. Each person operating the base station shall write their signature The signature and initials of each person operating the base station should be written in the upper left hand corner of the Log.~~
  - ~~b. Each section of the Log will be completed, including the Office's The Officer shall complete the Log in its entirety including badge number, the code of the call, the arrival and departure times at the service location, and the location of the call.~~
  - ~~c. If a patrol is being done without stopping at a specific address, the The Officer will shall advise the Dispatcher of the general location and his or her arrival and departure from the area patrolled.~~
  - ~~d. The Dispatcher will be responsible for giving the Officer the time of arrival and departure by acknowledging such arrival and departure with the current time. The Dispatcher shall confirm Officer's location and service code upon arrival at the scene. Both the Officer and the Dispatcher will make note of the shall document times given on their respective Truck and Radio Logs.~~
  - ~~e. At specific stops, Officers shall provide the address including When Officers stop at a specific location, the address will be given, including~~

~~locations for breaks and lunches. Note these on the Radio Log.~~

- ~~f. Staff shall cross out mistakes with one line and initial the mistake. If a mistake is made in writing information onto the Radio Log, the mistake will be crossed out with one line and initialed by the person completing the Log.~~
- ~~5. Personnel shall clear the air waves during an emergency transmission. Whenever an emergency transmission is taking place, all other personnel will clear the air waves.~~
- ~~6. Staff shall use proper Radio etiquette. dictates that every effort should be made Staff shall not to "walk on" other radio users. Before transmitting, listen to see if anyone else is attempting to use the radio. Key the microphone for a minimum of one second prior to talking plus hold the microphone for one second after you finish talking to avoid cutting off transmission.~~
- ~~7. Staff shall not use GB lingo is unacceptable language for Division of Animal Control personnel to use on the radio.~~
- ~~8. Unless authorized, staff shall not use other communication radio or scanning devises.~~
- ~~9. Division Talk channel should be utilized when ever possible to keep Main channel open for dispatching. Report to the dispatcher when you transfer to and from the Talk channel.~~



### Records Management:

1. ~~Records management is the responsibility of the The Director or Animal Control; the Animal Control Officer and/or Administrative Assistant are responsible for proper management of County records.~~
2. ~~In order for records to be an accurate and complete reflection of the Division's workload and service levels, it is the responsibility of every staff member to diligently complete each form with the required information and to maintain their own paperwork in a neat and organized manner.~~
3. ~~The public has access to most of the files in the Division of Animal Control, including e-mail. Public Record Release Forms are available in the office for the public to sign when they request to review any records. Pursuant to Chapter 119, F.S., some Some information is not subject to public inspection:~~
  - ~~a.1. Medical information;~~
  - ~~b.2. Reports, memoranda and files pertaining to on-going investigations that are currently being conducted;~~
  - ~~c.3. Information pertaining to minors juveniles;~~
  - ~~d.4. Information pertaining to mentally incompetent people.; and~~
  - ~~5. Any information of a sexual nature~~
4. ~~Pursuant to Chapter 119, F.S., there is a charge for public records requests. Fees are due upon receipt of the document. There maybe a charge for records, established by and payable to the Health Department's Cashier.~~
5. ~~The public may view records not falling into one of the categories in #3 above with a in the presence of a staff member present. No original records are to be taken out of the office by a citizen. A citizen shall not take original County records. Staff members may not take home original County paperwork without the Director's approval.~~
6. ~~Public record requests involving Leon County or civil procedures against it's employees will be forwarded to the County Attorney's Office for review. All other public record requests and material should be completed as requested within a reasonable time frame. A copy should be made and sent to the County Attorney's Office for their records.~~

~~Service Dispatches:~~

- ~~1. The person receiving the Service Request will fill in all of the fields of information in the dispatch computer program.~~
- ~~2. Write in the name of the cross street for easier locating of the area address.~~
- ~~3. At any time that any owner information is known, if provided, include owner that information in the appropriate section.~~
- ~~4. If a Service Request is received one day but is not dispatched until a later date, enter the new dispatch date and time.~~
- ~~5. The Officer handling the call will be responsible for providing the result information reference the outcome of the call. List the kennel that housing the animal was put into; any the animal tag number that the animal is wearing; a brief description of the animal, including its breed, color, and sex (and name, if known) and the Impoundment Ticket number. Any odd characteristics of the animal should be noted, including sickness or injury, collar identification, cross-reference numbers to Sick and Injured Animal Reports, and Citation numbers, if applicable. If known, enter owner information on appropriate section.~~
- ~~6. The Officer shall list individually Service Requests on the Officer's Daily Truck Logs in order of their receipt. After the Officer completes each call, the results of the call and all related paperwork should be completed by end of shift as time dictates. Service Requests should be individually listed on the Officer's Daily Truck Logs in order of their receipt by the Officer. As each call is completed, the results of the call and all related paperwork should be completed. The Dispatcher will use the information contained in the Daily Truck Logs to update the Service Request files on a daily basis.~~
- ~~7. Officers are responsible for reading each dispatch carefully in order to accurately prioritize calls for response and location. Failure to thoroughly review dispatches for prioritizing could result in priority calls being unnecessarily delayed or left unanswered, which will shall result in disciplinary action.~~
- ~~8. The priority of dispatches is listed below and shall be responded to in that order. Circumstances surrounding each call should determine in which order the calls within the group are answered. For instance, in Priority Two Complaints there maybe dogs on school grounds and dogs chasing livestock at the same time. If children are not in school, or are not on the playground, the dogs chasing livestock would be answered first.~~

- ~~\_\_\_\_\_ a. \_\_\_\_\_ Priority One Complaints take precedent over all other calls.~~  
~~\_\_\_\_\_ Respond as soon as possible.~~
- ~~\_\_\_\_\_ 1. \_\_\_\_\_ Rabies suspects;~~
- ~~\_\_\_\_\_ 2. \_\_\_\_\_ Bite investigations;~~
- ~~\_\_\_\_\_ 3. \_\_\_\_\_ Dangerous or potentially dangerous animal;~~
- ~~\_\_\_\_\_ 4. \_\_\_\_\_ Sick or injured animals;~~
- ~~\_\_\_\_\_ b. \_\_\_\_\_ Priority Two Complaints are responded to as soon possible after Priority One Complaints are completed.~~
- ~~\_\_\_\_\_ 1. \_\_\_\_\_ Pack of dogs at large;~~
- ~~\_\_\_\_\_ 2. \_\_\_\_\_ Dogs in traffic;~~
- ~~\_\_\_\_\_ 3. \_\_\_\_\_ Dogs on playgrounds;~~
- ~~\_\_\_\_\_ 4. \_\_\_\_\_ Dogs in livestock;~~
- ~~\_\_\_\_\_ 5. \_\_\_\_\_ Confined strays;~~
- ~~\_\_\_\_\_ 6. \_\_\_\_\_ Trap checks and animals in traps, unless the animal is injured or sick, in which case this would be a Priority One call.~~
- ~~\_\_\_\_\_ c. \_\_\_\_\_ Priority Three Complaints are responded to when Priority One and Priority Two Complaints are completed.~~
- ~~\_\_\_\_\_ 1. \_\_\_\_\_ Dogs at large;~~
- ~~\_\_\_\_\_ 2. \_\_\_\_\_ Cruelty cases, unless the animal is in immediate danger, in such case this would be a Priority One call;~~
- ~~\_\_\_\_\_ 3. \_\_\_\_\_ Officer back up, law enforcement assistance, shelter assistance. Depending on the nature of the call, this may be upgraded.~~
- ~~\_\_\_\_\_ d. \_\_\_\_\_ Priority Four Complaints are responded to as time permits.~~
- ~~\_\_\_\_\_ 1. \_\_\_\_\_ Issue Citation or Written Warning;~~

- ~~2. Trap sets;~~
- ~~3. Owner releases, unless the animal is ill or injured and the owner is unable to transport the animal, in which case this would be a Priority One Complaint;~~
- ~~4. Extra patrols;~~
- ~~5. Routine patrols;~~
- ~~6. Special time requests;~~
- ~~9. Occasionally, modifications will be made in the prioritizing of dispatches, based on weather factors, the condition of the animal, etc. Officers are expected to exercise good judgment and reasoning in reviewing and prioritizing Service Requests.~~

**Shift Assignments:**

- ~~1. Shifts are assigned to staff by the Director. The Senior Animal Control Officer, with the approval by the Director, shall assign shifts to staff.~~
- ~~2. Shifts are subject to change, depending upon the needs of the Division.~~
- ~~3. As much as possible, the Division will try to accommodate staff needs; however, the Division reserves the right to modify, eliminate, or add shifts as the Division deems necessary in order to best serve the needs of the community.~~
- ~~4. Staff are responsible for accepting shift assignments and for fulfilling the obligations of that shift in order to provide the necessary coverage and service levels expected of a professional animal control program.~~
- ~~5. Shift assignments maybe assigned on a permanent, temporary, or rotating basis.~~
- ~~6. Dispatches assigned to an Officer prior to the start of the Officer's shift will be printed and placed in the appropriate zone basket. Staff is responsible for printing any calls not in the zone basket.~~
- ~~7. Dispatches not worked on Friday are to be re-dispatched to the weekend Officer and placed in the Week-End basket.~~

~~Telephone Conduct Procedure:~~

- ~~1. Staff shall should answer each telephone line at least by the end of the fifth third ring. Incoming calls should shall be logged on the Telephone Log.~~
- ~~2. Telephone will The call shall be answered: "Leon County Animal Control, (Your name) may we help you?" Just answering: "Animal Control" is inappropriate.~~
- ~~3. Staff will not use shall not use profanity, threats, or hostile language to the public on the telephone, keeping in mind that if they are If staff is unable to conduct a rational conversation with an irate citizen that referring staff shall refer the call to someone else or getting a take the person's number to call back later after cooling off is a better option.~~
- ~~4. Conversely, staff is not expected to take excessive Staff shall not be subjected to excessive telephone verbal abuse from the public. Calls of such nature maybe responded to by informing the citizen that further abuse will not be taken and that they should call back after they have had time to cool off. Tell them that you will help them when they are calm the call will be terminated if the citizen continues to demonstrate harassing behavior during the telephone call.~~
- ~~5. When staff using a line hears an in-coming ring on the other line, If staff is taking a call and another call comes in, advise the party on the first line that you another line that must be answered, but that you will return to them immediately. Advise the second line that you have a party waiting, and that you will return to them as soon as you have resolved the initial phone call. When the first call is over, promptly return to the second line.~~
- ~~6. When citizens call our Division by mistake, advise them of the correct number of the agency that they are trying to contact. If possible, then advise them that you will attempt to connect them, but that if you "lose" them, they should call back on the number that you gave them.~~
- ~~7. When it is obvious that If a citizen claims that he/she has received the "run around" and is either confused or hostile demonstrates confusion or hostility because "no one is able to help" them, take their phone number, try to locate the correct party for them, and call them back to refer them to the correct people or agency. This will go a long way in alleviating frustration on their part and will let them know that we are trying to obtain the correct person or agency for their needs.~~

8. ~~Personal, Long-distance personal calls are prohibited. not allowed to made on Division phones:~~
9. ~~Local personal Personal calls should shall be held to a minimum, and should be reserved for breaks and lunch periods so that they don't interfere with the workload:~~
10. ~~In the event that office personnel must call contact Officers on the telephone, and the work cell phone is unavailable, the Officers will give the office staff a phone number where they can be reached; the Dispatcher will then contact the Officer at no cost to the Officer.~~
11. ~~Each employee shall be responsible for Division-issued cellular phones. Unless the Division is in a declared emergency situation, each employee shall pay for telephone charges above the base charge covered by the Division. Excess personal use of the cell phone shall be avoided:~~
12. ~~Do not provide information about a dispatch to a caller over the phone. Advise the caller about County policy or requesting public records. See Division policy on confidentiality:~~
13. ~~If a citizen requests to speak to an officer, take a message or offer the citizen the option of leaving a voice mail message. Voice mail shall be checked each time an employee is in the office:~~
14. ~~Engage the Night Transfer Switch at the end of each work day. The Night Transfer Switch shall be de-activated at the start of each work day. The recorded message shall be accordingly updated:~~
15. ~~Threatening phone calls shall be handled according to the \*57 Call Trace procedure. This procedure shall be used for any type of threat to the individual, agency, department, government, or building. The \*57 Call Trace procedure card shall be placed in plain view near each Division telephone for quick usage:~~

~~Use of County Vehicles and Equipment:~~

1. ~~Staff shall keep County owned vehicles. Vehicles and equipment are to be kept secure, clean, neat, organized, and in good repair.~~
2. ~~Staff shall report p Problems with vehicles and equipment should be reported to the Senior Animal Control Officer or Director.~~
3. ~~Empty cat food cans must not be left in traps. Cans and other trash must be disposed of properly, and must not be left in the yard or vehicle or animal traps at the end of the shift.~~
4. ~~County owned e Equipment and materials are assigned to trucks, not Officers. When trading vehicles or using another Officer's truck, personal items should be transferred. Officers shall transfer all personal items from one truck to the next. Equipment signed out by the Officer should also be transferred. All other items should be left in the vehicles to which they are assigned.~~
5. ~~Secure Properly secure equipment in vehicles left at the Road Camp or elsewhere.~~
6. ~~Lock all cages containing animals.~~
7. ~~Turn on headlights in inclement weather. In inclement weather, headlights must be turned on.~~
8. ~~Each day the Officer shall check the oil and gas levels prior to driving the vehicle. Prior to driving the vehicle each day, oil and gas levels are to be checked. Levels for all other fluids should be checked at least twice weekly. A visual check of the truck must be made, including mirrors, tires, and body. Missing forms must be replaced prior to leaving the yard. The condition Any damage, and/or alteration of the vehicle and equipment should be noted every day on the Officer's Daily Truck Log.~~
9. ~~At the beginning of each shift an inventory of forms, equipment, and materials should be made. Any missing items should be replaced prior to leaving the office. noted on the Officer's Daily Truck Log.~~
10. ~~Officers are responsible for safeguarding County owned vehicles, equipment, tools, and supplies in the custody of the Officer.~~
11. ~~Vehicles County owned vehicles and equipment are subject to unannounced~~



~~inspections at any time. Drugs, alcohol, weapons, or other contraband are not permitted in County owned vehicle. the vehicle at anytime. Possession of contraband on duty will be grounds for dismissal.~~

- ~~12. After unloading animals, wash the vehicle cages. Vehicle cages are to be washed after unloading animals. Do not place impounded Impounded animals are not to be placed in dirty cages:~~
- ~~13. After unloading animals, clean the traps and carrier. Traps and animal carriers are to be cleaned after unloading animals from them. Animals are not to be placed in dirty traps, carriers, or truck cages:~~

**Zone Assignments:**

1. ~~The county is divided into work zones according to demographics determined by the Director. Work zones will be assigned to staff on a monthly basis, with each Officer rotating through each zone. The intent of the Division is to ensure that all field staff are sufficiently familiar with all of the areas of Leon County in order to provide the most effective and productive services possible.~~
2. ~~Officers will not leave their work zones, except to return to the yard or office when absolutely necessary, or to gas re-fuel vehicles, to deliver animals to the shelter, or to carry out assignments dispatched to them by the office staff.~~
3. ~~Lunches will be taken in the Animal Control Officer's designated work zone. Staff will make every effort not to "arrange" to be out of their zones in order to run personal errands or to take lunch somewhere other than in their zones.~~
4. ~~Animal Control Officers on standby or weekend duty will, of course, shall work all zones.~~
5. ~~A Float Officer is responsible for dispatches or assignments in the Float basket and office relief as needed.~~